

ASHLYNS SCHOOL

ASPIRE & ACHIEVE

Teacher of Spanish Recruitment Information
Required from September 2020





Thank you for your interest in the post of Teacher of Spanish at Ashlyns School.

The information included in this pack will give you an insight into our school; the high aspirations we have for our students and the excellent support and opportunities given to Ashlyns staff. View our Prospectus here.

Ashlyns is a popular and oversubscribed school. We became a full secondary school in September 2013 following the re-organisation of the education provision in Berkhamsted, and now have over 1,350 students. The school has undergone significant refurbishment with continuing improvements in progress following the school's expansion to eight forms of entry in September 2017. This is an exciting time to join our school and make your impression as we continue to grow and build on our success.

The school was rated 'Good' by Ofsted in May 2018 and is focused on continuous improvement with the aspiration to be rated 'Outstanding' at our next inspection. View our Ofsted report here.

Ashlyns is a thriving school with a rich heritage. Originally established for the most vulnerable in society, the school continues to emphasise the traditional values of respect, honesty and hard work. These values, combined with high expectations, innovation and creativity, mean that Ashlyns is a school which encourages and helps students to develop and make the most of their abilities and interests.

If you want to provide outstanding learning opportunities for students within a forward-thinking, hard-working school community, we would like to hear from you. We welcome visits from prospective candidates prior to application; please see contact details at the end of this pack.

James Shapland
Headteacher

Julie Laws
Chair of Governors



Aspire and Achieve

- In our recent staff survey, 100% of Teaching Staff are proud to work at Ashlyns School and of what the school does
- Strong track record of staff development
- Strong leadership at all levels
- Supportive and ambitious board of governors
- Friendly, supportive and collaborative staff
- Popular and oversubscribed: “Pupils are incredibly proud of their school and clearly enjoy attending” (Ofsted 2018)
- Excellent behaviour for learning: “Pupils work diligently, reflectively and with enthusiasm. Teachers consistently create and sustain trusting relationships” (Ofsted 2018)
- Above Average Progress at KS4 +0.37; Above Average Progress at KS5 +0.20
- KS4: 84% students achieved grades 9 – 4 in English (national 67%)
- KS4: 75% students achieved grades 9 – 4 in Maths (national 60%)
- KS5: 60% of A Level entries graded A* to B
- KS5: 94% of applicants secured a place at their first or second choice University
- Thriving Student Ambassador and Leadership Programme - Sports Leadership Academy of the Year
- Superb extra-curricular opportunities including World Challenge, Duke of Edinburgh, music concerts and trips abroad (skiing, MFL, sports and music)
- A magnificent 40 acre site blending impressive Georgian style buildings with modern development, most recently a new Sixth Form Block and state of the art gym



Why Choose to Teach at Ashlyns School?

Ashlyns provides and well resourced, exciting environment for staff. We have well established, detailed schemes of work and a wide range of teaching resources for all courses. All teaching staff are issued with a Chromebook and we use G Suite for Education throughout the school, with a staged 1-1 rollout of Chromebooks for students underway. Our systems provide flexible working and a truly collaborative culture. As well as joining our experienced and close-knit team, there are other benefits that come with the role:

Health

Free use of on-site gym with weekly staff fitness sessions

Wellbeing support

(free access to mental health support, physiotherapy etc.)

Free annual flu jab

Dedicated and active Staff Wellbeing/Social Team

(with leadership focus on teacher workload and a coaching programme)

Excellent staff facilities

(ample on-site parking, large staff room, departmental offices)

Staff Occasional Day (school usually schedules this annually)

Wealth

London fringe allowance payscale

Paid lunch duty available plus lunch allowance

Herts Reward Scheme

(savings at supermarkets, on leisure activities etc.)

Cycle to work scheme

Family

Children of Staff Admission Rule

Support

A talented team of support staff who provide expert, whole school support

(including Administrators, Teaching Assistants, Premises Staff, Mentors and Technicians)



Sadiya Khatun, Teacher of English

I joined Ashlyns as an NQT and was welcomed into an experienced and supportive department. The mentoring and encouragement I've received in the early stages of my career have been invaluable and have shaped me as a teacher. Since then, I have become a Head of House, organised extra -curricular activities and delivered whole school Inset and training.



James Clark, Second in Maths

Since joining Ashlyns I have received mentoring and coaching to become a successful middle leader. I have also been able to develop my career by assisting in whole school data analysis. Ashlyns is a very cohesive and welcoming place to work - I thoroughly enjoy being part of the team.



Rebecca Kingston, Assistant Headteacher

I have been an AHT at Ashlyns for two years having been a head of faculty, and very much enjoy working as part of an extremely supportive and dynamic leadership team. The engagement and enthusiasm of our students and passion and commitment of our staff make it a school that I am immensely proud to be part of.



Our Georgian style, listed building is an impressive sight. Built in 1935 as a foundling hospital, it is steeped in history; its very fabric has an ethos of looking after children. Our school has been used as the backdrop in films and TV programmes – most recently in the BBC's 'Call the Midwife' and Netflix's 'The Crown'.

Ashlyns School is located on the edge of the market town of Berkhamsted in south west Hertfordshire, recently named The Sunday Times' best place to live in the south east of England. Berkhamsted is surrounded by Chiltern countryside, is within easy reach of London (30 minutes to Euston by rail) and has great transport links with M25, M1 and A41.

We have lovely staff accommodation for colleagues moving to the area, subject to availability, in our on-site lodges. Berkhamsted is easily commutable from many nearby towns including Aylesbury, Hemel Hempstead, Luton, St Albans and Watford.



Person Specification

The Governors are looking for an exceptional teacher to play their part in driving and shaping the future of Ashlyns School. Our person specification is underpinned by our educational philosophy. This centres around a shared view that a child's starting point should not define their destiny and an understanding of, and belief in, the difference that school can make.

The successful candidate will share a commitment to:

- our core values of respect, trust, honesty and hard work
- high standards of academic achievement for all students
- excellent pastoral care, support and guidance
- developing the experiential element of school life to ensure that students leave our school as well- rounded individuals ready to take their place in the world

	Essential	**Desirable**
Qualifications	• QTS	• Good Honours Degree • Further Professional Qualifications
Knowledge and Skills	• Knowledge of the National Curriculum • Able to use a range of strategies to promote learning. • Able to manage and encourage good behaviour. • Able to develop positive and meaningful relationships with students. • Able to make appropriate use of ICT for learning. • Understanding of how to use data to inform planning and improve pupils' performance. • Understanding of a range of assessment for learning approaches, including grades where appropriate. • Able to communicate with pupils, parents and carers about pupil's progress. • A willingness and commitment to contribute fully to the extra-curricular programme.	• Understanding of how to use data to inform planning and improve students' performance. • Able to develop best practice through wide range of imaginative approaches. • Able to create an excellent climate for learning within teaching area. • Able to engage with developments in teaching and learning strategies to raise achievement.
Personal Qualities	• Enthusiasm • Team-working skills • Reliability and Integrity • Personal Organisation • Flexibility • Integrity	• Strategic Planning • Motivational Skills • Willingness to take on delegated responsibility • Interest in new developments and challenges for the subject • Innovative and creative approach to all aspects of the job role

Job Description

Post Title: **Teacher of Spanish**
Salary: **MPS/UPS**
Responsible to: **Head of Faculty**

MFL at Ashlyns: We are a vibrant faculty which prides itself on offering the best experiences in learning languages. We play a key role in supporting the National Languages Strategy, which aims to transform the country's capability in languages by encouraging 'languages for all: languages for life'.

Educational visits and exchanges play an important part in broadening our students' horizons and every year many of our students participate in language events, in this country and overseas. We run a French study visit as well as a Spanish exchange.

Currently, students study French from Year 7 and are introduced to Spanish as a second foreign language in Year 8. In Year 10 and Year 11 the majority of students are encouraged to study GCSE French or Spanish with some students opting to continue with both languages at Key Stage 4. At Key Stage 5, French and Spanish AS and A2 are offered as part of the Sixth Form curriculum.

The duties outlined in this job description reflect and develop those covered by the latest School Teachers' Pay and Conditions document:
https://www.gov.uk/government/publications/school-teachers-pay-and-conditions

Job descriptions are subject to review and amendment. This job description may be amended at any time following discussion with the Headteacher and is to be reviewed periodically.

Expected "standards" to be reached and maintained are clearly defined within the school's Performance Appraisal (PA) documentation and should be referred to regularly for further clarification and specific detail.

MAIN (CORE) DUTIES

TEACHING AND LEARNING

- Carry out teaching duties in accordance with the school's schemes of work and the defined National Curriculum
- To plan and deliver lessons and other learning activities in accordance with the school's Teaching and Learning Policy
- Liaise with other colleagues to deliver units of work in a collaborative way and contribute to the production and preparation of schemes of work (this contribution reflecting the post holder's level of responsibility)
- Work closely with teaching and other support assistants in delivering "personalised learning" whenever reasonably possible
- Set targets for student attainment levels (using prior data provided)
- Set work for students absent from lessons in line with the school's behaviour and teaching policies
- Within the PM framework, work towards or maintain the teaching standards applicable (see documentation in PM material)

ASSESSMENT AND RECORDING

- Maintain a "teacher planner" as prescribed in the school's policy, including the recording of attainment and effort marks, homework set, student attendance and lesson plans
- Mark and return work (using the school's marking and assessment policy) on a regular basis and at least once every 2 teaching weeks. Marking should include feedback for improvement and progress for each student
- Provide assessment reports when periodically required within the school's assessment cycle and additional "round robin" reports when specifically requested
- To ensure that suitably differentiated material and learning pathways are provided to challenge all students, regardless of their ability
- Liaise with parents on students' progress using the school diary system, letters, telephone calls and consultation evenings where reasonable and appropriate
- Work within the code of practice relating to special educational needs

PROFESSIONAL STANDARDS

- Support the aims and ethos of the school as defined in the staff handbook and school prospectus
- Set a good example in terms of professional dress and appearance, punctuality and attendance
- Uphold the school's behaviour policy, uniform regulations and code of conduct in a consistent, firm and non-confrontational manner
- Maintain a purposeful and calm atmosphere in the classroom and other learning areas and *consistently* apply the school's prescribed sanctions and rewards procedures
- To carry out suitable evaluation and analysis of examination results and performance at the beginning of the academic year (see PM documentation) and provide a suitable summative report indicating achievements and corrective actions which might subsequently follow
- As a consequence of the PA cycle, take responsibility for personal development and progression making full use of the school's professional development opportunities and training (refer to "Investors in People" documentation for more detailed information)
- Attend team and staff meetings as appropriate, contributing actively whenever possible

ADDITIONAL DUTIES

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example

This position will also involve taking on other appropriate roles and duties as and when directed by the Headteacher

Application Guidance

Candidates should be aware that there are 3 components to the application:

1. HCC Job Application form fully completed (Teachers in Schools). CVs will not form part of the application process and should not be submitted
2. HCC Person Specification form
3. Covering Letter: this should not exceed 2 sides of A4 (font size no smaller than point 10)

When nominating referees, please provide a telephone number and email address. One of these must be the Headteacher of your current school, if you are currently employed as a teacher. Please note that if you are short-listed your references will be taken up before the interview day.

If you are appointed, you will be required to complete an online Disclosure and Barring check. All posts in schools are exempt from the Rehabilitation of Offenders Act; this means you must declare all convictions, including those that would generally be regarded as 'spent'. If you are invited for interview, you will be required to complete a Criminal Records Declaration Form. This information should be sent prior to the interview or brought to the interview, under separate, confidential cover. The information will only be seen by those who need to see it, as part of the recruitment process.

We would be delighted to show you around our school.
Please contact Clare Richardson, HR Officer, on 01442 863605 to arrange a visit.

Applications for the post of Teacher of Spanish should marked 'Application – for the attention of the Headteacher'.

Applications may be posted, delivered by hand or sent electronically to hr@ashlyns.herts.sch.uk

Ashlyns School is committed to safeguarding children and young people. All employees have a responsibility for the safeguarding of children in our school. All postholders are subject to a satisfactory enhanced DBS check

